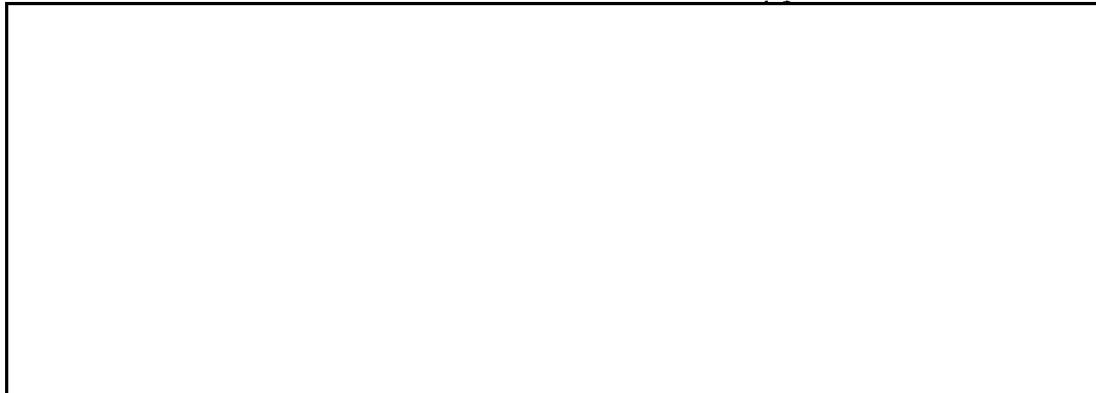


4 October 1965

MEMORANDUM FOR: Chief, Logistics Services Division/OL
THROUGH : Chief, Physical Security Division/OS
SUBJECT : Request to Vault 1E4808 and 1E4810

1. It is requested that action be taken to convert room 1E4808 and 1E4810 into a vault type area. All of the perimeter walls, with the exception of one, are masonry and all of the windows are already grilled. We believe the following work would have to be performed to accomplish the requested vaulting.



STAT

2. We feel the following points justify the action requested.

a. There are 21 personnel working in the area mentioned above who handle graphics materials of all shapes and sizes. Many of the materials involved will not fit in the safes available, so they must be loaded on 5 carts each evening for storage in a vault area across the hall.

b. The area involved contains 15 desk safes, 17 four-drawer safes and 2 bar locked map cabinets. This equipment contains material classified through SECRET. It currently takes an estimated 7 man hours per week to open and close the office. Since we will replace our safekeeping equipment with open shelving and file cabinets when the area is vaulted,

2

we will reduce our opening and closing time to approximately 1 1/2 man hours per week.

c. Production time will be considerably reduced because any given project can be left in order each evening so that the employee can take up where he left off the night before without going through the lengthy process of removing materials from the vault and setting them up.

3. A rough drawing of the area is attached for your information. We would welcome a security survey if one is required.

4. For further information regarding this request, please contact the undersigned on

Chief, Support Branch
Administrative Staff, OCR

Attachment